



Use of Public Parking Spaces Encroachment Permit Requirements

Required For Use Of Downtown Public Parking Spaces For Anything Other Than Their Intended Use.

To use public parking spaces for anything other than their intended use you will need the approval of the Downtown Group's Transportation Services Manager, Madeline Clemann. Please contact Madeline prior to submitting this application - 480-312-2732 or email to mclemann@scottsdaleaz.gov.

You must also submit a Certificate Of Insurance for at least one million dollars (\$1,000,000), naming the City of Scottsdale as additional insured. Please fax your certificate to Nicole Curtis at 480-312-9073.

Once you receive permission to use the parking space(s) and submit your certificate of insurance, you may pick up your encroachment permit at the One Stop Shop located at 7447 E Indian School Road, suite 100 (southeast corner of Indian School & Drinkwater). The fee for the permit is \$139.05. Please bring a copy of your paperwork to give to the One Stop Shop representative.

- Have you contacted Madeline Clemann? ☐ No ☐ Yes - Date: _____
- Have you submitted your Certificate Of Insurance? ☐ No ☐ Yes

Submittal Date: _____

Project No.: _____ - SE - _____

Event Name: _____

Event Location/Address: _____

Applicant Contact: _____

Phone: _____ Cell Phone: _____ Fax: _____

E-mail: _____

Location of parking spaces affected: _____

Number of space affected: _____ Date(s) of when parking space(s) will be utilized: _____

Please explain why you need the use of the parking spaces:

Official Use Only:

☐ APPROVAL

☐ DENIAL

Madeline Clemann, Downtown Transportation Services Manager

Planning & Development Services Department

7447 E Indian School Road, Suite 105, Scottsdale, AZ 85251 ♦ Phone: 480-312-2500 ♦ Fax: 480-312-7088